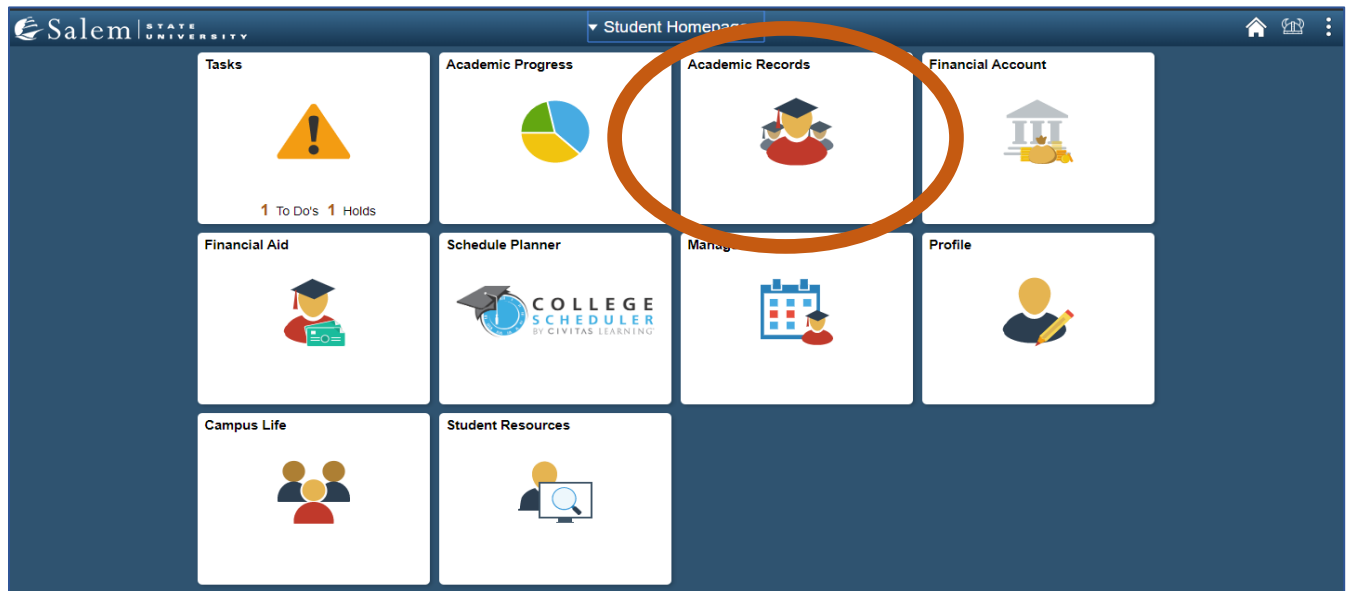


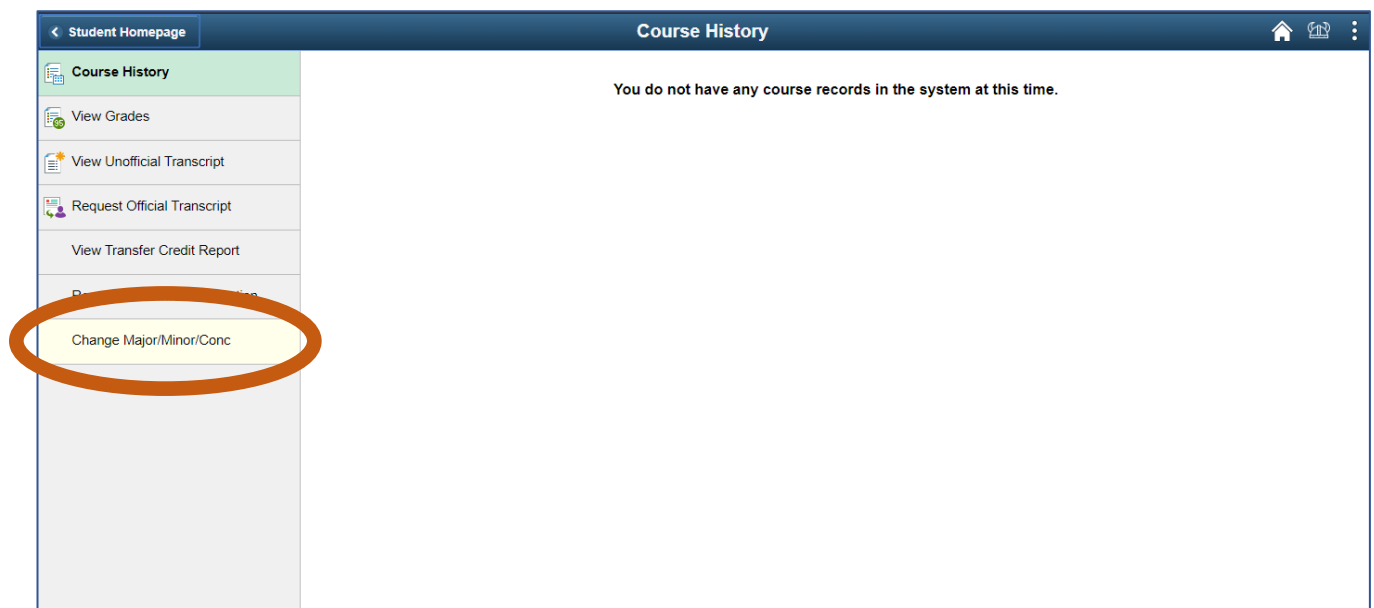
Student Navigation Center

How To: Request a Change of Major/Minor/Concentration

- 1.) Sign-in to Navigator
- 2.) Select the “Academic Records” tile



- 3.) Select “Change Major/Minor/Conc” in the menu on the left



4.) Click the “Select Request” box. Choose the option you want to request.
(For this example we are choosing “Change Major”)

The screenshot shows the 'New Program Change Request' page. On the left is a navigation menu with 'Change Major/Minor/Conc' highlighted. The main content area contains instructions and a 'Student Info' section. A dropdown menu for 'Select Request' is open, showing options: 'Add Major', 'Add Minor', 'Change Major' (highlighted in blue), 'Drop 2nd Major', and 'Drop Minor'. A red circle highlights the 'Change Major' option.

5.) Click the Look-up icon in the “New Major” box.

NOTE: This will only display majors (minors, concentrations) that are currently available

The screenshot shows the 'New Program Change Request' page with the 'Student Info' section populated. The 'New Request' section has 'Select Request' set to 'Change Major'. The 'For Major' field contains 'HISTRYD-BA' and 'History'. The 'New Major' field is empty, and a red circle highlights the magnifying glass look-up icon next to it.

6.) Select the new major (minor/concentration) in list. (For this example “Biology-BA”)

NOTE: This will only display majors (minors, concentrations) that are currently available

*NOTE: **Changing your MAJOR may impact your bill.** Please refer to the Tuition and Fees page on the Salem State website to view the program fees.*

Cancel Lookup

Search for: New Major

Search Criteria

Search Results

35 rows

Major	Description
ARTD-BA	Art
BIOD-BA	Biology-BA
BIOD-BS	Biology-BS
BUSADM-BS	Business Administration
CHEMD-BS	Chemistry-BS
COMM-BS	Media & Communication
CPTINF-BS	Computer Science
CRIMJS-BS	Criminal Justice
CRTGED-BS	Cartography & Geo Info Systems
DANCED-BA	Dance
ECOND-BA	Economics-BA

7.) Click “Submit”

Student Homepage New Program Change Request

This Academic Program Change Request provides you with the ability to request a Change in Major, Minor, and or Concentration for your program.

First select the **Program Change Request Type** specific to your desired program change.
Next, additional selections are offered depending on your request type.
Please enter all specified data.

Upon successfully submitting the Program Change Request an email is sent to your Salem State University email account confirming the submission of the request.

You may cancel your request by expanding the Request History option, selecting a Request Status of Cancel for the desired request. and pressing Save. If you cancel your request it will not be reviewed and if you change your mind you will need to resubmit your request.

Student Info

Student Name Cheryl RegistrarTest T0332175

Program UDAS
Major History
Admit Term Spring 2020
Requirement Term Spring 2020

Submit

Select Request Change Major

For Major HISTRYD-BA History

New Major BIOD-BA Biology-BA

8.) Read the pop-up box and Select “Yes” OR “No”

The screenshot shows the 'New Program Change Request' interface. A pop-up box is overlaid on the form, asking for confirmation. The pop-up text reads: 'If approved this will change your academic requirements and may impact your progress towards graduation. Are you sure you wish to submit this request for Change of Major?'. Below the text are two buttons: 'Yes' and 'No', both of which are circled in orange. The background form shows a 'Submit' button and a 'Select Request' dropdown menu set to 'Change Major'. Below that, 'For Major' is 'HISTRYD-BA' and 'New Major' is 'BIOD-BA'.

9.) Read the pop-up box and click “OK” to confirm email notification for the request.

***NOTE: This request will be forwarded to the Department Chair of the selected major (minor/concentration) for review. ***

The screenshot shows the 'New Program Change Request' interface after submission. A confirmation message is displayed: 'Your request has been submitted and a confirmation email has been sent to your SSU email account. Please do not submit multiple requests. Another email will be sent once a decision has been made on your request. To view or cancel your pending requests, click 'Request History''. Below the message is an 'OK' button, which is circled in orange. At the bottom of the screen, there is a table with the following data:

Request Type	Request Status	Status	Date Requested
Change Major	Requested	BIOD-BA	02/04/2020 11:19AM

10.) View the status or cancel the request by selecting “Request History”

New Program Change Request

Please enter all specified data.

Upon successfully submitting the Program Change Request an email is sent to your Salem State University email account confirming the submission of the request.

You may cancel your request by expanding the Request History option, selecting a Request Status of Cancel for the desired request, and pressing Save. If you cancel your request it will not be reviewed and if you change your mind you will need to resubmit your request.

Student Info

Student Name Cheryl RegistrarTest T0332175

Program UDAS
Major History
Admit Term Spring 2020
Requirement Term Spring 2020

▼ Request History

Save

Request Type	Request Status	Status	Date Requested
Change Major	Requested	BIOD-BA	02/03/2020 8:05PM

11.) To cancel the request, Click the “Requested” box. From the drop-down menu, select “Cancel”, then click “Save”.

New Program Change Request

Please enter all specified data.

Upon successfully submitting the Program Change Request an email is sent to your Salem State University email account confirming the submission of the request.

You may cancel your request by expanding the Request History option, selecting a Request Status of Cancel for the desired request, and pressing Save. If you cancel your request it will not be reviewed and if you change your mind you will need to resubmit your request.

Student Info

Student Name Cheryl RegistrarTest T0332175

Program UDAS
Major History
Admit Term Spring 2020
Requirement Term Spring 2020

Request History

Save

Request Type	Request Status	Status	Date Requested
Change Major	Requested	BIOD-BA	02/03/2020 8:05PM

▼ New Request

The "Request Status" will now say "Cancelled"

The screenshot shows the 'New Program Change Request' page. On the left is a navigation menu with options like 'Course History', 'View Grades', and 'Change Major/Minor/Conc'. The main content area includes instructions, 'Student Info' (Cheryl RegistrarTest T0332175, Program UDAS, Major History, Admit Term Spring 2020, Requirement Term Spring 2020), and a 'Request History' table. The table has columns for Request Type, Request Status, Status, and Date Requested. The 'Request Status' column for the 'Change Major' row is circled in orange and contains the text 'Cancelled'.

Request Type	Request Status	Status	Date Requested
Change Major	Cancelled	BIOD-BA	02/03/2020 8:05PM

12.) Check your SSU email account for your confirmation email.

The screenshot shows an email from noreply@salemstate.edu. The subject line is "Your Change of Major request has been submitted." The email body contains the following text: "Dear Cheryl, This is an automated message – please do not reply. Your request for Change of Major has been submitted to the department chair for review. Another email will be sent when a decision has been made on your request." The email was received on Tue 2/4/2020 10:32 AM. Action buttons for Reply, Reply All, Forward, and a menu icon are visible at the top right.